



**AFC  
WOMEN'S  
ASIAN CUP  
AUSTRALIA  
2026™**

# Position Description

Overview	
<b>Title</b>	Team & Referees Services Manager - Gold Coast
<b>Department</b>	Competitions
<b>Location</b>	QLD
<b>Reports To</b>	Manager, Team & Referees Services
<b>Work Type</b>	Full-Time Fixed Term Contract
<b>Hours/Days Per Week</b>	37.5

Accountability	
<b>Number of direct reports</b>	0
<b>Number of indirect reports</b>	12-16
<b>Budget responsibility in \$</b>	N/A

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> <li>1. <b>Inclusive</b></li> <li>2. <b>United</b></li> <li>3. <b>Trust</b></li> <li>4. <b>Excellence</b></li> </ol>
Background & Purpose of the Role

Reporting operationally to the Manager - Team & Referees Services, the Team & Referee Services Manager - Gold Coast will be a key member of the AFC Women's Asian Cup 2026 LOC, and work in close collaboration with the LOC Competitions and Services teams, local stakeholders including Training Sites and Team Hotels, and other key individuals responsible for delivering relevant administrative matters for participating teams and referees within the Host City.

This is a **fixed term contract role** ideal for a dynamic and experienced candidate with a proven track record working in elite sport and at large-scale temporary events, who has exceptional stakeholder management skills and is a strategic thinker with prioritisation and communication skills.

### Role Responsibilities

#### **Women's Asian Cup 2026™ Pre-tournament time role:**

- Supporting the Manager – Team & Referees Services in planning and operational delivery across all relevant Program Areas.
- Liaising with local Team Training Sites to confirm requirements for each Participating Member Association (PMA).
- Acting as a point of contact for the Services and Competitions Program Areas on the ground with local Team Hotels and Stadiums as and if required.
- Assisting in the planning, and execution of Team and Referee Workshop programs.
- Assisting in the development of materials such as handbooks, guides, and presentations.
- Preparing, coordinating and accompanying PMAs on inspection visits, as required.
- Assisting with the onboarding and training of appointed Team Liaison Officers (TLO) and Referee Liaison Officers (RLO)

#### **Women's Asian Cup 2026™ Event Time Role:**

- Acting as the point of contact for PMAs based in the host city at any time.
- Leadership and management of the TLO and RLO workforce whilst present in the Gold Coast.
- Manage and support all Team Training Site workforce, ensuring facilities are always delivered to Teams/Referees as per AFC regulations and at an international standard.
- Confirming schedules with PMAs through TLOs each day for the next day's activities and communicating with all relevant stakeholders.
- Ensuring that all additional requests by the assigned PMA's related to the team facilities and operations are actioned and appropriately implemented and tracked.
- Support the operational delivery of Matchday -1 (MD-1) training and media activities in accordance with AFC guidelines.
- Any other tasks related to PMAs as required.
- Be required to problem solve and support outside of the normal scope of role across the Competitions and Services team, as advised.

Role Outcomes/ Deliverables	
<ul style="list-style-type: none"> <li>World-class level of service delivered to all Team &amp; Referee related stakeholders</li> </ul>	
Major Interactions	
<ul style="list-style-type: none"> <li>WAC26 Program Areas</li> <li>Participating Member Associations (PMA's – Teams)</li> <li>AFC Match Officials</li> <li>Training Sites</li> <li>Team Hotels</li> </ul>	
Knowledge, Skills, And Experience	
<b>Essential</b>	<p>A minimum of five (5) years of experience working in a high-performance sport environment with professional teams and elite athletes</p> <ul style="list-style-type: none"> <li>Excellent communicator with strong planning, organizational and administrative skills.</li> <li>Exceptional attention to detail and ability to consistently deliver at a high standard.</li> <li>Able to work closely and collaboratively with internal and external stakeholders, while being self-motivated and comfortable working independently.</li> <li>Capable of making decisions using problem-solving skills and exercising sound judgement to achieve results.</li> <li>Comfortable working in an international, demanding and changing environment.</li> <li>Able to adapt to and work well with people of other cultures and backgrounds.</li> <li>High energy levels, exceptional planning and organizational skills, strong negotiation and facilitation skills, excellent communication and presentation skills and positive relationship management abilities.</li> <li>Be fluent in English (oral and written); any additional language skills will be highly regarded.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Strong IT skills including MS Office (Word, Excel, PowerPoint, Teams).</li> <li>Hold a current and valid Driver's License.</li> </ul>
Qualifications	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree or equivalent experience</li> </ul>
Unique Criteria	
<p>The following selected items identify the requirements of the role;</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input checked="" type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation.</p>	



### Additional Requirements

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;

- ☐ National Police Check
- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)